

<b>Office of General Services Safety Program and Policy Manual</b>
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SUBJECT: Powered Industrial Trucks Policy  
NUMBER: 99-0109  
DATE:1/21/99

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## **Purpose**

The purpose of this policy is to set forth requirements that provide protection for employees of the Office of General Services (OGS) through training and education when using Powered Industrial Trucks in the workplace as required by the Occupational Safety and Health Act (OSHA) to Standard 29 CFR 1910.178 (1) and from the ANSI B56.1-1969 Safety Standard for Powered Industrial Trucks.

## **Policy**

Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck. Methods to train operators in the safe operation of Powered Industrial Trucks are described in the OGS Powered Industrial Truck Operators Guidelines.

## **Procedures**

1. Refer to the OGS Powered Industrial Truck Guidelines for specific procedures to follow.
2. Affected employees shall ensure that each operator of a Powered Industrial Truck is trained according to the policies of OGS.
3. Personnel who have not been trained to operate Powered Industrial Trucks may operate a truck for the purposes of training only, and only under the direct supervision of the trainer. This training should be conducted in an area away from other trucks, obstacles, and pedestrians.
4. The training program shall be presented to all new operators regardless of previous experience.
5. The user shall be responsible for the safe use of the Powered Industrial Truck, according to the provision of the Standard.
6. Failure to comply with the Powered Industrial Truck Policy will be treated in accordance with the OGS Disciplinary Action Procedures.

## **Training Program**

1. The training program shall inform the trainee that:
  - a. The primary responsibility of the operator is to use the Powered Industrial Truck safely following the instruction provided in the training program.
  - b. Unsafe or improper operation of a powered industrial truck can result in death or serious injury to the operator or others; damage to the Powered Industrial Truck or other property.
2. The training program shall emphasize safe and proper operation to avoid injury to the operator and others and prevent property damage, and shall cover the following areas:
  - a. Fundamentals of the Powered Industrial Truck (s) the trainee will operate.
  - b. Operating environment and its effect on truck operation.
  - c. Operation of the Powered Industrial Truck.
  - d. Operating safety rules and practices.
  - e. Operational training practice.

## **Testing, Retraining, and Enforcement**

- (a) During training, performance and oral and / or written tests shall be given by the employer to measure the skill and knowledge of the operator in meeting the requirements of the Standard. Operators shall score 70% on the oral or written tests. Records shall be maintained by Safety Support.
- (b) Operators shall be retrained when new equipment is introduced, existing equipment is modified, operating conditions change, or an operator's performance is unsatisfactory.
- (c) Operators who do not comply with the OGS Powered Industrial Truck Policy will be treated in accordance with the OGS Disciplinary Action Procedures.